

**BOARD OF LIBRARY TRUSTEES
MEETING OF SEPTEMBER 8, 2009**

A meeting of the Board of Library Trustees was held at Southworth Library on September 8, 2009. Ms. Aisenberg called the meeting to order at 5:05 p.m.

BOARD MEMBERS

Kathryn Murphy Aisenberg, Chairman	Lorraine Carey
Rachel Charrier, Vice Chairman	Andrew Couto
Chuck Bichsel	Paul Pereira

STAFF

Dolores J. Tansey, Interim Director	Audrey Quail, Administrative Clerk
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Approval of Minutes. A motion was made by Mr. Bichsel, seconded by Ms. Carey, and unanimously voted to amend and approve the minutes of June 10, 2009, such that the vote on the room renovation question will be recorded as unanimous.

A motion was made by Mr. Bichsel, seconded by Mr. Pereira, and unanimously voted to approve the minutes of the meeting of August 13, 2009, as amended to strike “to discuss the revised Library Director job description.” from the sentence setting the date for the next meeting.

Report of the Financial Secretary for the month of August, 2009. Mr. Pereira explained that the building repair & maintenance line item was high this month because of the repair of the air conditioning system at Southworth and replacement of the sump pump in the elevator pit. The substitute line item is running high and will continue run high, as staff is currently at bare bones. The cleaner will be paid at time and a half when he covers for the maintenance custodian since he has been able to patch together 3 positions to once again work 40 hours per week. There is no other less costly option.

Director’s Report for the month of August, 2009. Ms. Tansey presented a sample “welcome kit” that was inspired by a SEMLS conference and put together by Ms. Antunes and Ms. Sitarz. the packet, if approved by the Trustees, would include lists of new materials, promotional information on SAILS, the Friends of Dartmouth Libraries, and the Dartmouth Library Foundation. The packet was well received by the Trustees. It was suggested that time-sensitive packets could be handed out to patrons registering for new cards and that packets without the new releases could be distributed to realtors and to Town Hall, and the School Department with the idea of drawing people into the library.

Report of the Friends of Dartmouth Libraries. Ms. Tansey reported that the Friends have agreed to purchase a new refrigerator for the kitchen and a new book donation truck. Ms. Antunes reported that the Friends are considering the purchase of a site license for a second movie distributor, but are not moving forward at this time.

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Report of the Dartmouth Library Foundation. Mr. Pereira explained that the Foundation will not meet until tomorrow evening.

Correspondence.

The letter from Margaret Heffernan complimenting the Dartmouth Libraries was discussed. Ms. Carey agreed to act as Corresponding Secretary and will respond to Ms. Heffernan's letter.

FY 2009 services provided by SAILS Library Network was discussed and filed.

The letter from Dartmouth Fire District No. 1 was discussed. The Fire District is upgrading to digital, and we will have to replace our fire box.

Ms. Tansey presented her response to a request for information from the Town Clerk to be included in a resident handbook. The Trustees asked that Ms. Tansey also include a welcome for volunteers.

The email to the Director of Budget & Finance regarding impact bargaining's effect on our clerical salaries line item was discussed and filed.

The request for DCTV to advertise the availability of wireless access at the libraries was discussed. Ms. Tansey noted that the run is for three months. Mr. Pereira asked that the announcement be resubmitted at the end of those three months.

The letter to William McLeod Orr banning him from the library was discussed and placed on file.

Old Business.

Statue. The fishermaid statue and the request of Round Hill to relocate her to her original location was discussed. The value of the statue was one issue and the public access to the statue was another. A motion was made by Mr. Pereira, seconded by Ms. Charrier, and unanimously voted to have Ms. Carey send a letter to Mr. Zack stating that the Trustees have voted that the statue should remain in the library for the public to enjoy.

BLC – Library Construction and Library Response. A motion was made by Mr. Pereira, seconded by Mr. Couto, and unanimously voted to take the steps described in the letter from the BLC to withdraw totally from the construction grant round.

Massachusetts Legal Holidays. Ms. Tansey noted that the next legal holiday is Columbus Day, and we will be closed. In accordance with the DTEA contract, we will also be closed ½ day before Thanksgiving, Thanksgiving Day, ½ day before Christmas, Christmas Day, and the following Saturday; ½ day before New Year's, New Year's Day, and the following Saturday.

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Trust Funds/Expendable Funds Explanation. Because of a change in the actual accounting procedure at Town Hall and because of the negative market conditions of late, the expendable interest of our trust fund accounts have been tagged to make up for any losses erroneously posted to the principal. As market conditions have begun to improve, our negative interest balances are beginning to right themselves.

Director Search Update. Ms. Aisenberg reported that we have received a number of qualified responses already. The deadline for application is October 14. The Search Committee has put together a large list of questions. Those that are not used by the Search Committee in the screening process will be passed on to the Trustees for their interview process. The Committee will meet again next week to review the resumes received to date.

New Business

Materials Selection Policy. Ms. Tansey presented a revised Materials Selection Policy for the Board's approval. The policy would emphasize the role of the professional staff as selectors. It was noted while the responsibility for the selection of materials resides with the Board of Library Trustees, the authority is passed to the professional librarians. A motion was made by Mr. Couto, seconded by Ms. Carey, and unanimously voted to approve the Materials Selection Policy as amended.

Interim Library Director. Ms. Tansey presented a contract for her position as there is currently none on file. The Board reviewed the document and expressed concern over the "term" section. While the Interim Director will serve no later than June 30, 2010, there should be language in the contract to allow an earlier termination date upon the appointment, hiring, and subsequent training period of the new director to be mutually agreed upon by the employee and the Board of Library Trustees. A motion was made by Ms. Charrier, seconded by Ms. Carey, and unanimously voted to approve the contract for the Interim Director subject to the amendment of the term section.

Magazines. There was discussion of the issue of whether the current issue of a magazine should be allowed to circulate. While ours are allowed to circulate, that does not seem to be the norm for our peer libraries. Ms. Tansey noted that there was likely to be some drop in circulation, and a cost would be incurred for the purchase of binders for the current issues. A motion was made by Ms. Carey, seconded by Mr. Pereira, and unanimously voted to designate current issues as non circulating.

Library Security – Rock Electric Proposal. Ms. Tansey presented the proposal from Rock Electric to install security cameras and monitoring equipment at Southworth Library. The Trustees asked for more estimates and said they would like to have coverage of the meeting rooms, exterior entrances, and the parking lots, as well as the main public areas. They were also

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interested in how long the data would be stored before it is overwritten. All Security was suggested as a likely vendor who could devise a security plan for us.

Other Business

Bucks for Books Containers. The end of the road has come for the Bucks for the Books Branching Out Campaign. The Foundation will discuss a new initiative tomorrow evening.

Southworth Grounds. Mr. Pereira requested the Board's permission to have the Town Planner come to look, measure, and propose the best way to provide shade on our grounds, perhaps along the Cushman School line. The Summer Reading Party was held on a hot, sunny Saturday this year, and there was nowhere to get relief from the sun. The Board had no objection to Mr. Pereira pursuing this matter with the Town Planner.

Next Meeting. The next meeting was scheduled for Tuesday, October 6, 2009, so that Cheryl Bryan of SEMLS can present her space planning ideas for Southworth Library.

Today's meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk